

MESSAGE DRAFTING PROCEDURES

1. Assignment of Date-Time-Group/Originator Message Identification. Date-Time-Groups (DTGs) are assigned by the NAVSTA Communications Center to prevent more than one transmittal of various NAVSTA Norfolk messages with the same DTG. Drafters can prepare message traffic with XXXXXXZ in the DTG field.

2. Responsibilities of Message Drafters. The message drafter must consider:

a. Necessity. Messages shall not be used when the necessary information or directives can reach their destination in time for proper action by letter. U. S. Mail should be used in cases where the addressees are within the continental limits of the United States and action is not required within 72 hours. Where overseas or afloat addressees are involved, the necessity for a message is left to the discretion of the originator.

b. "MINIMIZE" Procedures. Ensure the provisions contained in reference (a) chapter 4, section 402 are maintained when drafting messages during "MINIMIZE." Only message traffic directly related to mission accomplishment or safety of life is considered essential and therefore appropriate for electronic transmission. In the event of an emergency, only the Commanding Officer, Executive Officer, and/or the Command Duty Officer (in the absence of both) may release an operational message for electronic transmission during "MINIMIZE". The releaser's name and rank needs to be included in the "RELEASED BY" line at the end of the message.

c. Speed of Service (SOS) Objectives. Message precedence is used to indicate the relative order of processing and delivery to the recipient(s). The precedence assigned to a message is determined by the subject matter of the text and time factor involved. Information regarding the assignment of precedence is summarized in reference (a) chapter 3, section 302.

d. Assignment of Proper Originator's Title. The title NAVSTA NORFOLK VA or SOPA ADMIN NORFOLK SUBAREA VA shall be used to address messages originated by Commanding Officer, Naval Station, Norfolk/Senior Officer Present Ashore (Administrative) Norfolk SUBAREA VA. As it is inappropriate to use "dual hatted" titles in message headings, the originator should use the single title, whichever is considered correct.

Enclosure (1)

e. Complete Identification of Addressees. Each outgoing message must indicate the applicable office code(s) for each naval shore activity "action" or "info" Plain Language Addressee (PLA). Office codes supplement PLAs and are used to promote the distribution of message traffic directly to internal elements requiring information. Originators must also ensure the office codes of the message drafter; the releaser and any other interested offices appear (in that order) on all outgoing messages following the originator's PLA. These codes will aid the assignment of office codes on subsequent responses and determine internal distribution (i.e., "NAVSTA NORFOLK VA//N1/N11//").

f. Security Classification. Format line twelve (F/L 12), overall Classification. The first word of a text is the security designation identifying the overall classification of the messages: CONFIDENTIAL, SECRET, TOP SECRET. If the message contains no classified data, UNCLAS is used. Security classifications are further defined in reference (a). Familiarities with these definitions are essential in order to properly assign a security classification to a message. Applying proper security classification, special handling, and declassification markings as required by reference (c), for ensuring that records are maintained to show the source of derivation for the classification assigned.

g. Assignment of Standard Subject Identification Code (SSIC). All naval messages (messages originated by Navy, Marine Corps, and Coast Guard commands) require an SSIC, which consists of an "n" preceding the four-digit SSIC denoting message subject. Reference (b), contains information for selection and use of SSICs.

h. Declassification. Classified naval messages will be automatically downgraded after 10 years unless the message contains information from one of the exemption categories noted in reference (c). Apply downgrading and declassification marks to all classified messages except those containing Restricted Data (RD) and Formerly Restricted Data (FRD), will assign appropriate downgrading/declassification codes in accordance with reference (c). Downgrading and declassification information is contained in reference (a).

i. Administrative Message Identification. The purpose of this procedure is to permit Fleet Commanders to remove administrative messages from the fleet broadcast during crisis

or exercise periods when overloads exist. The goal is to ensure that Operational messages reach the fleet in a timely manner. All outgoing Administrative messages will be designated with ZYB starting three spaces behind the message DTG.

j. Message Delivery. Originators can have their messages delivered to the Communications Center located in the Port Ops building (W313) second floor or deliver them to the N26 Quarterdeck. The Communication Center has two message pick up and delivery runs scheduled daily for the N26 Quarterdeck. The morning pick up is at 0600 and the afternoon pick up is at 1600. The Communications Watch Supervisor can be contacted at (757) 444-2155.

3. Unit SITREP/OPREP-3 Messages. SITREP/OPREP-3/Oil Spill messages will be released only when authorized or directed by the Commanding Officer. The Communication Center maintains the UNIT SITREP/OPREP-3 templates and the sequential number log. The Command Duty Officer or drafter will coordinate with the Communications Center to ensure the message is released and transmitted in accordance with reference (d).

4. Authority to Release and Receive Messages. The authorization to release messages is determined by the Commanding Officer. An authorization letter is promulgated annually.

5. Message Diskette Marking. Diskettes will be marked to indicate the highest security classification of the message on the diskette. Only one message should be saved per diskette, each diskette label appropriately according to the classification of the message saved on the diskette.